

Proposed Minutes
Community Mental Health of Ottawa County – Finance Committee Meeting
CMH Board Room
12265 James Street, Holland, Michigan 49424
Thursday, November 15, 2007

PRESENT: Mary Ann Cartwright, Ed Berghorst, Mark Bombara, Joyce Kortman

ABSENT: Rita Bird

STAFF: Patricia Genesky, Kathy Coffey, Greg Hofman, Albert Doorn

GUESTS: June Hagan

CALL TO ORDER

Mary Ann Cartwright, Chairperson, called the November 15, 2007 Finance Committee meeting to order at 3:15 p.m.

MISSION STATEMENT

Ms. Cartwright noted the mission statement

APPROVAL OF MINUTES

CMH/FC 07-061 Motion: To approve the Minutes of October 11, 2007.

Moved by: Berghorst Supported by: Kortman

MOTION CARRIED

Ms. Kortman requested that the minimum threshold amount limit on contracts be discussed at the Board level. She requested that this be on the agenda for the full Board meeting.

Mr. Hofman noted that all contracts are reviewed at the committee and board level. Currently, any contract below the \$1,000/week threshold is presented in an abbreviated format outlining all pertinent information. However, none of the agency's processes with regard to contracts has changed. Ms. Kortman requested that this threshold be discussed at the Board level. Ms. Cartwright noted that it may not be necessary to view the full details of all contracts, but the Board should determine what that minimum threshold is. She suggested looking at the annual amount of the contract rather than the weekly amount.

CMH/FC 07-062 Motion: Motion: To have the full Board consider the threshold amount on contracts that will be reviewed in an abbreviated form. (Currently being reviewed at less than\$1,000/week).

Moved by: Kortman Support: Berghorst

MOTION CARRIED

APPROVAL OF AGENDA

CMH/FC 07-063 Motion: To approve the Agenda for November 15, 2007.

Moved by: Berghorst Supported by: Kortman

MOTION CARRIED

REGULAR COMMITTEE BUSINESS:

Ms. Coffey reviewed the contracts and answered questions.

- Adecco is a staffing agency who will be the employer of record for consumer service aids. This contract will replace the existing contract with Staffing Alliance, as Staffing Alliance is now located out of county, whereas Adecco is a local company. Mr. Hofman noted that Adecco has committed to coming on sight to meet with consumers whom they will employ. The annualized value of the contract will remain the same.
- Homelife currently has one individual living in one of their homes. This is an out-of-county placement for an individual with intense behavioral issues. A second individual will be moving into this home in the near future. Mr. Doorn indicated that there is currently a consumer at KPH that may be considered for this home as well.
- Hope Network is for consumers who have TBI . The consumer currently placed in this location has indicated that she is very happy. Ms. Coffey noted that there is a rate increase with this contract as a result of increased costs
- CMHOC will not be continuing their contract with Bonnie Volkits, a sign language interpreter, as we have not used her services in the past year. If necessary, we can continue to access her services through her contract with Muskegon County.
- Comprehensive Physical Therapy – Ms. Coffey noted that at the time of the original contract with this provider, we were not aware that OT services would be utilized as well. The amended contract reflects an increased to 20 hours per week and reflects the corresponding annualized value.
- Staff Care is a local tenens service that provides psychiatric services in the event that they are needed. CMHOC has not used this provider for the past several years, however we maintain the contract in the event of an emergency.
- Stuart Wilson & Guardian Trac contract has never been used. They are Fiscal Intermediaries for Self Determined consumers.
- Catholic Social Services provides paid guardian services for consumers that have no other options for guardianship. Mr. Bombara requested that a presentation about this program be provided.
- Franciscan Life Process Center provides music therapy to children on the Children’s Waiver.
- AI Residential Services is an AFC home renewal contract. Hudsonville Christian AL currently serves two consumers. Strong AFC is a new home; once consumer will be relocating from another home into this. There was discussion regarding consumers relocating to different homes where there is no budgetary impact and whether or not it is necessary to bring this information to the committees or the Board.

a. Review and approval of service contracts

CMH/FC 07-064 Motion: To accept the November, 2007 service contracts as presented and forward to the Board of Directors for approval.

Moved by: Bombara Supported by: Berghorst

MOTION CARRIED

b. Review of monthly financial statements

Ms. Hagan noted that September has not been yet closed. Affiliation auditors will be coming on Monday. Believe these numbers are close to being accurate. Ms. Hagan reviewed the financial reports and answered questions.

CMH/FC 07-065 Motion: To submit the October 2007 Financial Statements as presented and forward to the Board of Directors for review and approval.

Moved by: Berghorst Supported by: Bombara

MOTION CARRIED

c. Budget Adjustment #1

Ms. Hagan provided updated revised attachment C, reviewed the adjustment and answered questions.

Ms. Hagan discussed concerns regarding the car fleet and the future needs for replacing cars. She also noted that Pioneer is asking to purchase a CMH bus for \$1.00 so that they can use this resource to seek grant funding for replacing the bus. The current value is \$23,000. It is the consensus of the group that Pioneer will not be offered the opportunity to purchase the bus for \$1.00. Ms. Hagan will explore the option of selling the bus to Pioneer for the current market value

CMH/FC 07-066 Motion: To submit the FY 2007/2008 Budget Adjustment #1 as presented and forward to the Board for review and approval

Moved by: Kortman Supported by: Bombara

MOTION CARRIED

OLD BUSINESS

No old business

NEW BUSINESS

Discussion of Process to Review Contracts of Lesser Importance – Currently set at less than \$1,000 per week – Greg Hofman

This item was discussed under approval of the minutes.

ADJOURNMENT

CMH/FC 07-067 Motion: To adjourn the November 15, 2007 Finance Committee meeting

Moved by: Berghorst
MOTION CARRIED

Supported by: Bombara

Ms. Cartwright adjourned the November 15, 2007 Finance Committee meeting at 4:13 p.m.

Mary Ann Cartwright, Chair